

HHD 497B
Women's Leadership Initiative: Leadership Concepts and Competencies

SYLLABUS SPRING 2014

WLI Leadership Team

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Course Description

HHD 497B is the second semester of the year-long required course for students selected to participate in the Women's Leadership Initiative. It is specifically designed to work in concert with WLI activities to support students in their development of the foundational values, knowledge, skills and confidence to realize their potential as effective, life-long leaders. This course is 2 credits.

Student Learning Objectives

By the end of the 2013-14 academic year each student will:

1. Develop a deeper knowledge of herself and others
2. Be able to define and critically assess leadership concepts
3. Develop leadership skills
4. Practice leadership through service

Course Philosophy and Expectations of Students

You were selected to participate in WLI because of your potential to become an outstanding lifelong leader. To be successful in this course, and realize your potential, you are expected to be an active and collaborative partner in your learning and development. We have designed this course - and the WLI program as a whole - to guide and support your journey, but you are responsible for your learning and for being full, collaborative partners in the process.

You are responsible for:

- **Being completely and fully present during class and all WLI activities.**
This means focusing on class and the activities at hand during class - both actively listening and participating. It also means no email, no texting, no phone calls, no other class work, and no extraneous conversations during class.
- **Your own learning and actively contributing to a collaborative and productive learning environment**
- **Treating each other with respect: your classmates, your instructors, and any guests.**
This includes listening, considering and respecting each other's views even when different from your own; speaking and writing using a respectful tone; and being completely and fully present (as described above). Disrespect of the instructor, your classmates, or guests will not be tolerated.
- **Learning from our mistakes; sharing and celebrating our successes**

Course Materials

There is one **REQUIRED** textbook for HHD 497B:

1. Northouse, P. G. (2012). *Leadership: Theory and Practice, Sixth Edition*. Sage. This text is available from the Penn State Bookstore **and is on reserve** at Paterno-Pattee Library.

Additional readings: Any additional readings will be made available through the course website or electronic library reserves.

Grading Policy and Grades**Scale for final course grade:**

93-100%	A
90-92%	A-
87-89%	B+
82-86%	B
80-81%	B-
77-79%	C+
70-76%	C
65-69%	D
<65%	F

Your course grade will be determined as follows:

Written Reflection Assignments	20%
Service Project and Paper	15%
Communication Skills	15%
Leadership Assessments and Exercises	15%
Class Participation	15%
Exit Ticket Exercises	10%
Leadership Philosophy	10%

Grading criteria:

All required work is assessed using a grading rubric developed for that particular component. All grading rubrics are provided on the WLI ANGEL website. It is highly recommended that, in addition to the assignment instructions, you consult an assignment's grading rubric before you begin an assignment.

Grade appeals:

Contact Dr. Mittler to address any questions or concerns you have about an assignment grade. If you decide to submit your assignment to be formally re-graded, the assignment must be accompanied by a clear and specific written explanation of why you would like Dr. Mittler to re-grade the assignment. If you submit an assignment to be re-graded, you are accepting the fact that your assignment grade may increase, but it also could decrease or remain the same. All formal requests for re-grading of an assignment must be submitted within one week of receiving the graded assignment.

Required Work and Policies

A table delineating the required work due dates and times is provided at the end of the syllabus.

1. Readings

Required readings are noted on the class schedule at the end of the syllabus. You are expected to complete these readings before class, since you will be asked to draw on the readings in class and in the assignments. Options to access these readings have been noted in the previous section titled "Course Materials".

2. Written Reflection Assignments (20% total)

You will complete four reflection papers over the course of the spring semester (5% each). These reflections ask you to think deeply and critically about leadership based on course readings, presentations, activities and your own experiences. The reflections require you to identify, interpret and synthesize what you are learning over time. Your grade is based on the quality of your thinking and the quality of your presentation of your thinking. Additional instructions for the reflections will be provided on ANGEL.

3. Service Project Paper (15%)

You will spend a minimum of 10 additional hours in service in the spring and complete a reflective paper in which you draw from your service project experiences across the fall and spring to explore WLI's key themes: deeper knowledge of self and others; definitions and assessment of leadership concepts; and development of leadership skills. Instructions for this service project paper will be posted on ANGEL.

4. Communication Skills (15% total)**a. Communication with Mentors and Guests (5%)**

First, you are required to complete two specific written communications with your assigned WLI mentors. As always you are welcome and encouraged to communicate with your mentor more often! Second, you will write thank you notes to panelists and guest speakers at the culmination of each class or event. WLI will provide you with notecards for your thank you note and then a selection of these cards will be sent by WLI to the guest. Additional instructions will be provided on ANGEL.

b. Questions for Panel Speakers (5%)

You will submit two questions in advance of every panel that you would like the panelists to address. Your questions must be related to leadership and the panel theme. Additional instructions will be provided on ANGEL.

c. Forum Summary and Commentary (5%)

You are required to attend one Forum event in the spring and submit a brief summary and commentary no later than 7 days after the event. If you have a conflict with all the Forum events, an alternate event must be approved by Dr. Mittler. Instructions regarding the summary/commentary will be posted on ANGEL.

5. Leadership Assessments and Exercises (15%)**a. Campbell Skills Inventory (5%)**

You will complete the Campbell Interest and Skill Survey; you will use your results in class. Ms. Baier will provide you with instructions about how to access the CISS.

b. Observational Exercise #1: Outgroups and Leaders (5%)

In this exercise you will identify, observe, and analyze an actual out-group. Instructions and related readings will be posted on ANGEL.

c. Observational Exercise #1: Ethics and Overcoming Obstacles (5%)

In this exercise you will observe a leader's public presentation and assess how this leader exhibits ethical leadership. Instructions and related readings will be posted on ANGEL.

6. Class Participation (15%)

Full participation in class by every student is imperative for learning. You will come to class prepared to actively participate in class discussion and activities. You will receive a class participation grade for every class. The class participation rubric (on ANGEL) shows that grading reflects the quality of a student's participation and effort (e.g., thoughtful questions and comments, active listening and discussion in both small and large group settings, being engaged in class activities, etc).

7. Exit Ticket Exercises (10%)

As part of each class, you will complete an "exit ticket" exercise. Completion of the assigned task will be your "exit ticket" to the next agenda item. If you complete your required work and pay attention in class, you will be prepared for the exit ticket exercises.

8. Personal Leadership Philosophy (10%)

You will develop a written statement of your leadership philosophy. There are three assignments, equally weighted. First, 10 questions about your leadership philosophy. The second and third assignments are a written statement of your personal leadership philosophy. Additional instructions will be posted on ANGEL.

Assignment Submission Policy:

All assignments are due on the day and by the time specified by Dr. Mittler unless you receive explicit permission from Dr. Mittler to do otherwise. If you have events beyond your control that will prevent you from turning in an assignment on time, request an extension from Dr. Mittler *before* the due date. Papers delivered late without prior approval from the instructor will automatically have half a grade deducted for each day (24 hours) late up to 2 days. No assignments will be accepted after 2 days (48 hours) from the original due date and time unless authorized by Dr. Mittler.

There are no extra credit opportunities.

Attendance Policy:

Attendance at all WLI classes and activities is mandatory unless otherwise specified. Only absences that are due to events beyond your control will be authorized by Dr. Mittler and Dr. Diehl. As soon as you encounter an attendance issue, you must contact both Dr. Mittler and Dr. Diehl. Since you are responsible for your learning, all students will make arrangements with Dr. Mittler to make-up the work and learning she missed; the make-up work corresponds to the objectives of the missed class and requires the student to devote the equivalent amount of class time missed.

Penn State Policies**1. Academic Integrity (Policy 49-20)**

Using others' written words without attributing their source is a form of intellectual property theft (i.e., 'plagiarism'), and is taken especially seriously in this course. Most published information belongs, in some sense, to someone. Using others' words is usually acceptable, as long as it is acknowledged as theirs by proper citation. Papers that include inadequate citations or other evidence of plagiarism will be penalized heavily. For more information about Penn State's expectations about academic integrity and plagiarism, please check <http://tlt.its.psu.edu/plagiarism/links>

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State

University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Violations of the University's Academic Integrity Policy include the following:

Cheating: using crib sheets of any kind, preprogrammed calculators or cell phones, use of notes during a closed book exam

Copying on tests: looking at other students' exams, copying with a plan with another student, passing notes during exams; exchanging exams with another student

Plagiarism: fabricating information or citations; copying from the Internet of submitting the work of others from journals, articles and papers, or books; submitting other students' papers as one's own. Any material, regardless of length, that is the work of somebody else and who is not given explicit credit by citation, submitted as one's own, is plagiarized material.

Tampering with work: changing one's own or another student's work; tampering with work either as a prank or to sabotage another's work

Acts of aiding and abetting: Facilitating academically dishonest work by others; unauthorized collaboration on work; permitting another to copy from one's exam; writing a paper for another; inappropriately collaborating on home assignments or exams without permission or when prohibited

Unauthorized possession: Buying or stealing of exams or other materials; failing to return exams on file or reviewed in class; selling exams; photocopying exams; any possession of an exam without the instructor's permission

Submitting previous work: Submitting a paper, case study, lab report, or any assignment that had been submitted for credit in a prior class without the knowledge and permission of the instructor

Ghosting or misrepresenting: Taking a quiz or exam or performing a class assignment in place of another student; having another student do the same in one's place; signing in as present in class for another student or having another student do the same in one's place

Altering exams: Changing incorrect answers and seeking favorable grade changes when instructor returns graded exams for in-class review and then collects them; asserting that the instructor make a mistake in grade. Other forms include changing the letter and/or numerical grade on a test.

Computer theft: Electronic theft of computer programs or other software, data, images, art, or text belonging to another.

The full College of Health and Human Development Statement of Policy on academic integrity is at <http://www.hhdev.psu.edu/policies/academicintegrity/procedures.html#statement>. You are responsible for adhering to this policy.

2. Non-discrimination

With our focus on the improvement of the quality of individuals' lives within their families and communities, the College of Health and Human Development naturally places the understanding of diversity in a central position in both its mission and vision. Through teaching, research, and outreach programs, we strive to communicate the importance of diversity to both College and community members. "Diversity" is broadly defined by the College as "human differences," including differences in age, social class, disability, race, ethnicity, immigrant status, gender, gender expression, religion, veteran status, and sexual orientation. This course abides by the University's statements on affirmative action: see web site at <http://www.worldcampus.psu.edu/affirmativeaction/index.shtml>

3. Students with Disabilities

Penn State welcomes students with disabilities into the University's educational programs. If you have a disability-related need for reasonable academic adjustments in this course, contact the Office for Disability Services (ODS) at 814-863-1807 (V/TTY). For further information regarding ODS, please visit the Office for Disability Services Web site at <http://equity.psu.edu/ods/>.

In order to receive consideration for course accommodations, you must contact ODS and provide documentation (see the documentation guidelines at <http://equity.psu.edu/ods/guidelines/documentation-guidelines>). If the documentation supports the need for academic adjustments, ODS will provide a letter identifying appropriate academic adjustments. Please share this letter and discuss the adjustments with your instructor as early in the course as possible. You must contact ODS and request academic adjustment letters at the beginning of each semester.

WLI and HHD 497B Class Schedule and Assignments – Spring2014

Date, Time, Place and Dress Code	Topics	Readings: complete before class on day assigned	Assignments DUE
Week 1			
1/13-1/17			1/15: OPTIONAL -- Revised resume for mock interviews due in dropbox on ANGEL by noon
Week 2			
Friday, 1/24 WLI Friday Session #1 2:30-8:00 p.m. 103BC Bank of America Career Services Building Attire: Business Casual	Interviewing , financial health	Northouse Chapter 5 (Situational Approach) and Chapter 6 (Contingency Theory) pp: 123-130 and page 135.	1/24: Personal leadership philosophy 10 questions exercise due by noon
Week 3			
1/27-1/31	No class meeting	None	1/31: Written reflection #1 due by noon
Week 4			
2/3-2/7	No class meeting	None	None
Week 5			
Friday, 2/14 WLI Friday Session #2 2:30-8:00 p.m. 110 Henderson Building Attire: Business Casual	Self-presentation, Men's Perspectives on Leadership	Harvard Business Review, September 2013, Spotlight on Women in Leadership: pp 59-89. S. Adams. 10 Things Sheryl Sandberg Gets Exactly Right in 'Lean In'. Forbes. March 4. Online posting.	2/14: Skills inventory due by noon 2/14: Mentor Communication #1 due by noon 2/14: Bring draft of personal leadership philosophy to class

Date, Time, Place and Dress Code	Topics	Readings: complete before class on day assigned	Assignments DUE
Week 6			
2/17-2/21	No class meeting		2/21: Written reflection #2 due by noon
Week 7			
Friday, 2/28 WLI Friday Session #3 2:30-8:00 p.m. 110 Henderson Building Attire: Business Casual	Self-awareness (Campbell Interest and Skill Survey), Philanthropy, Celebration Luncheon	Northouse Chapter 7 (Path-Goal Theory) pp137-147 and p. 157	2/28: Outgroup observation due by noon 2/28: Personal leadership philosophy #1 due by noon
Week 8			
3/3-3/7	No class meeting		3/7: Written reflection #3 due by noon
SPRING BREAK (3/10-3/14)			
Week 9			
Friday, 3/21 (6:45 am - 6 pm) and Saturday, 3/22 (9 am – 4 pm) Field Trip/Weekend Workshop Harrisburg, PA and 110 Henderson Building Dress Code: Business (Friday); Business Casual (Saturday)	Leadership in the public sector, ethical leadership	Northouse Chapter 16 (Leadership Ethics): pp 423-439	3/21: Overcoming obstacles observation due by noon

Date, Time, Place and Dress Code	Topics	Readings: complete before class on day assigned	Assignments DUE
Week 10			
3/24-3/28	No class meeting		3/28: Personal leadership philosophy #2 due by noon
Week 11			
Friday, 4/4 WLI Friday Session #4 2:30-8:00 p.m. 110 Henderson Building Attire: Business Casual	Work/life balance, service project and practicing leadership	Northouse Chapter 9 (Transformational Leadership): pp 185-199 and p. 214 AM Slaughter. 2012 -- Why Women Still Can't Have It All. The Atlantic, July/August --The 'Having It All' Debate Convinced Me to Stop Saying 'Having It All', July 2 online commentary for The Atlantic. S. Adams. 10 Things Sheryl Sandberg Gets Exactly Right in 'Lean In'. Forbes. March 4. Online posting.	4/4: Mentor Communication #2 due by noon 4/4: Service project paper due by noon
Saturday, 4/5 Celebration Luncheon 11:30 a.m.-2:00 p.m. Ballroom, The Nittany Lion Inn Attire: Business		None	4/5: Celebration Luncheon presentations
Week 12			
4/7-11	No class meeting	None	4/11: Written reflection #4 due by noon

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Date, Time, Place and Dress Code
Week 13			
4/14-18	No class meeting	None	None
Week 14			
4/21-4/25	No class meeting	None	None
Week 15			
4/28-5/2	No class meeting	None	None
Final Exam Week			
5/5-5/9	No Final Exam		